

CIVIL AIR PATROL
HEADQUARTERS TEXAS WING
P.O. BOX 154997 WACO TX 76715-4997

TX WING SUPPLEMENT
CAPR 100-2
21 JUL 03

Communications

COMMUNICATIONS EQUIPMENT MANAGEMENT

CAPR 100-2. 27 March 2002, is supplemented as follows:

1-3 f. (Added) CAP Group Communications Officer (DC-G) is responsible for:

- 1) Proper accountability of communications equipment assigned to the group. Accountability will be tracked in CEMS and will include receipt, issuance to individuals, storage and proper arrangement for disposal. DC-G's will have limited access to CEMS to include Equipment Review, Download, Assignment, Validation and Maintenance privileges.
- 2) Ensuring communications equipment assigned to the wing is properly used and is secure.
- 3) Assisting with the coordination of reassigning communications assets as and where needed within the group.

1-3 g. (Added) Wing Communications Logistics officer (DC-LG)

DC-LG is responsible for maintenance of files at the wing level as described in Chapter 2 of this regulation.

3-7 b. 4 (Added) The following procedures will be followed to recover property from individuals who terminate their membership in CAP, have their membership terminated in CAP, or transfer to another unit:

- 1) Upon receiving notice of a transfer or a change in membership status, the unit LG or DC will ask the member to return all CAP property to the unit within 30 days. This request may be made either verbally or in writing, depending on which method may be the most practical.
- 2) If the individual has not returned the property to the unit or made arrangements with the unit LG or DC within 30 days, the unit commander will write a letter ordering the individual to return the property to the unit within 15 days. This letter will be mailed via certified mail with return receipt.
- 3) If the individual has not responded to the certified letter within 15 days, the unit LG or DC will make every attempt to retrieve the property by either personally picking up the equipment from the individual's home/supply location or by another means. All attempts will be documented.
- 4) If all attempts fail to recover the property, the unit LG or DC will file a theft report with the local law enforcement agency.
- 5) If the property is not returned or a theft report is filed, a Report of Survey will be initiated IAW CAPR 67-1, para 4-8.
- 6) The Wing Commander may terminate or suspend the membership or transfer request of any individual who fails to return CAP property.

3-9 c. Group Communications Officers (DC-G) will be responsible for printing and distributing the CEAR for annual revalidation. Copies may be distributed electronically (email or fax). Signed copies will be returned to and maintained by the DC-LG.

//SIGNED//
BOBBY R. THOMAS, Maj., CAP
Administrative Officer

//SIGNED//
G. H. PARKER, Col, CAP
Commander

SUPERSEDES ALL PREVIOUS TXWG SUPPLEMENTS TO CAPR 100-2

OPR: DOK

DISTRIBUTION: 2 ea. Unit, 1 ea. Wing Staff, 2 ea. SWR HQ, 1 ea. CAP-USAF LR/LG, 1 ea. HQ CAP-USAF/LGS